



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	Executive Secretary
POSITION NUMBER(S):	(1) 00052613 (2) 00052654 (3) 00052721
LOCATION:	(1) INSPECTOR GENERAL DIVISION, ATLANTA (2) FINANCE DIVISION, ATLANTA (3) COMMUNICATIONS DIVISION, ATLANTA
POSTING DATE:	NOVEMBER 30, 2015
APPLICATION DEADLINE:	DECEMBER 2, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	SRE
ENTRY SALARY:	PAY COMMENSURATE WITH EDUCATION AND EXPERIENCE

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

DESCRIPTION OF DUTIES: Under general supervision, provides professional and technical support to senior management in the program area of assignment. Provides information and assistance to internal and external customers, resolves issues and analyzes problems, questions, issues, etc. and develops and reports recommendations for management or supervisor. Conducts extensive research to compile information needed to generate reports, complete projects and accurately respond to questions and concerns. Organizes and coordinates the daily activities and efficient function of program area and organizes and executes activities and special projects. Plans and coordinates meeting, conferences, seminars and travel calendars. Performs general office duties including drafting correspondence, reports or other documents, maintains office files, and assists with accounting functions as appropriate. Must maintain a high level of confidentiality.

MINIMUM QUALIFICATIONS:

Bachelor's degree and three years of work related experience or six years of work related experience or one year at the lower level or position equivalent.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the minimum qualifications, possess knowledge, skills and abilities in the following areas:*

- Seven or more years of experience for a State of Georgia agency;
- Five years of experience performing administrative functions for a member of senior management;
- Experience handling confidential information;
- Proficient in Microsoft Office Suite;
- Excellent communication skills, including writing professional letters and correspondence;
- Excellent interpersonal skills;
- Excellent team building skills;
- Experience solving complex problems;

- Effective verbal and listening and communications skills;
- Ability to pay attention to detail and perform at a high level of accuracy;
- Excellent organizational skills;
- Skill in performing accounting functions including experience with Accounts Payable and/or Accounts Receivable; and
- Experience editing and proofing correspondence and other documents.

ADDITIONAL INFORMATION: Your resume and/or application must clearly demonstrate how you meet minimum and preferred qualifications.

HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY EITHER TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**